

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DNR0588451**  
POSITION NO: 211449  
CLASS CODE: 1218  
POSITION TITLE: **Park Manager**

Date Posted: **01/27/14**  
Closing Date: **OUF**

DEPARTMENT NAME: Navajo Parks & Recreation Department - Monument Valley Tribal Park  
DEPARTMENT NO: 58 WORKSITE LOCATION: Monument Valley, AZ  
WORKS DAYS/HOURS: Mon-Fri POSITION TYPE: Permanent: ☒ GRADE: Y64A  
8am-5pm Temporary: ☐ SALARY: \$ 39,228.80 Per Annum  
Part-Time: ☐ Duration: No. of Hrs/Wk: 18.86 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs work of moderate difficulty providing on-site management and administration of large park operations within the Navajo Nation; supervises assigned staff; plans, directs and manages the overall operations of Monument Valley Tribal Park including maintenance, park protection, interpretation and fee collection activities; development and administration of short and long term plans and annual budget, accounting and expenditure controls; develops and implements internal control mechanisms, procedures and guidelines; develops and evaluates goals and objectives; assures effective park operations are in accordance with applicable standards, policies and procedures; develop necessary Park Policies.

Supervises, assigns and reviews work of assigned staff; oversees personnel matters, staffing and employee development; conducts employee performance appraisals and takes appropriate action when needed; communicates park activities through reports, presentations and meetings; provides technical assistance on implementing service activities, interpreting relevant policies, procedures and standards; conducts research and analysis of proposed park services; attends meetings; represents park/department in both public and private meetings.

Establishes and maintains business relationships with tour operations, commercial filming companies, tribal officials, governmental representatives and the public; performs diverse administrative duties including writing of correspondence and reports, approving and processing forms, development of proposals and presentations and special assignments as required; procures office and operational supplies and equipment and performs related work as required.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A Bachelor's degree in Parks and Recreation, Leisure Service Management or closely related field; and

Four (4) years of park operations related experience, two (2) of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

***In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted with the employment application.***

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Work involves a minimum of physical effort primarily in an office setting with occasional work in the parks or remote work sites.

**Special Knowledge, Skills and Abilities:**

Knowledge of modern principles and practices of parks and recreation administration, supervision and personnel management procedures and practices; knowledge of Navajo Nation, federal and state laws, regulation's and guidelines governing aspects of tribal operations and workplace safety related to park operations; knowledge of budget, cash collection and reporting systems, service delivery analysis, short and long range planning and performance measures; knowledge of park operational and maintenance needs, organizational mission and client service requirements; skills in researching and developing documents and reports, managing staff and complex internal relationships, maintain open communication and effective working relationships, provide advice and direction to staff; skill in analysis and evaluation of information to arrive at sound conclusions and recommendations; skill in interpretation and analysis of legal and quasi-legal documents including tribal, federal and state regulations related to park operations; ability to converse fluently in Navajo Language.

**License/Certification Requirements:**

***(Preferred)*** Applicant must possess a Valid State Drivers License and the ability to obtain a Navajo Nation Tribal Permit within 90 days of employment.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 02-24-04**